

Life Christian Preschool - Childcare

Our Mission:
is to provide a safe, loving, Christ-centered environment where children can grow academically, emotionally, socially and spiritually.

Life Christian Preschool & Childcare loving and teaching children since 2001

“Children are a gift from God.” Psalm 127:3

Parent Handbook 2023-2024

Welcome!

Thank you for entrusting us with your most precious gift, your child. We take this responsibility seriously. What makes us different from other facilities is that we truly love the children. They are not just your child, they are God's child. Every child is a blessing.

Our mission is to provide a safe, loving and Christ-centered environment for your child so your child can grow academically, emotionally, socially and spiritually. Each day there are a variety of experiences (circle time, art, music, literacy, Bible, outdoor play and free play) specifically designed to help your child's development in the following areas:

- Spiritual • Cognitive • Emotional • Social
- Physical (large and small motor skills)
- Academic

Character building includes sharing, helping, making friends, resolving conflict, building self-esteem, problem solving and cooperation. We teach Bible truths, Christian values and ensure each child knows that God loves them and has a plan for their lives. "For I know the plans I have for you declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future." **Jeremiah 29:11**

Keep this booklet handy as a quick reference. Should you have any questions, always feel free to call, email or stop by the front office.

Debra White, Executive Director
Debra.White@faithfc.org

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Contact Information

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Hours of Operation

6:30 AM to 6:00 PM, Monday - Friday.

Life Christian Preschool & Daycare (LCPC) is closed weekends and the following holidays:

✓ New Year's Day ✓ Good Friday, ✓ Memorial Day ✓ July 4th or 4th of July
Observance Day ✓ Labor Day ✓ Thanksgiving (and the Friday after)
✓ Christmas (2 days)

**Tuition credit or proration is not offered for holidays, student missed days or days closed due to unforeseen circumstances.

Childcare Services

- **FT = Full Time** (5 days per week)
- **PT = Part Time** (M/W/F or T/TH) Customizable schedules may be available depending on availability. There is an extra \$10 weekly charge for a customized schedule.
- **Infant Care** 6 weeks to 18 months and not walking (FT only)
- **One Year Old Care** 12 months and walking (FT only)
- **Two Year Old Care** (FT only)

- **Three - 5 Years Old Care Includes Preschool**
- **School Age Care Kindergarten - 12 year old**
- **Before and After School Care available**

Adherence to Contracted Schedule

In order for us to plan, schedule staff, and prepare meals, your agreed-upon written schedule must be followed. For example, if your schedule is Monday, Wednesday and Friday, you cannot substitute Tuesday for Friday.

Schedule Changes

If you need to adjust your schedule, please contact the office for space availability. If space is available, a written two-week notice of the schedule change is required. One schedule change per year is allowed free of charge. Any additional changes will incur an administrative fee of \$50 per change. Please note, if a schedule change is requested, but space is not available, LCPC will work diligently to help find a way to accommodate the schedule change request; however, we cannot guarantee schedule changes can be made.

Enrollment Year

LCPC's enrollment year is from July 31, 2023 through July 26, 2024. All families must re-enroll each enrollment year to attend LCPC. At the time of re-enrollment, annual registration fees must be paid.

Vacation and Sick Days

Vacation per enrollment year is from July 31, 2023 through July 26, 2024. Vacation days cannot be carried over to the next school year. Weekly tuition is paid to ensure you keep a "childcare slot" and is not for purposes of day-to-day attendance. Full-time students have two weeks of vacation time where tuition is not required (and the child is not in attendance). Full-Time vacations must be taken in consecutive five-day increments. Part-time students have one week of vacation. A part-time week is based on the number of days per week your child is scheduled. If your child attends three days per week, you are allowed three days of vacation. **Vacation days cannot be used for sick days.** In order for LCPC to plan meals and staffing, when you request vacation time, two weeks' written advance notice is

required. Please speak with the Director in case of family emergencies and unavoidable circumstances where a two-week notice is not possible. Part-time and full-time schedules are not interchangeable. Vacation time is **only available after three months of attendance.**

General Daily Schedule

Varies depending on activity time and weather:



6:30 ~	Opening/Arrival
6:30 ~ 7:00	Free Time
7:00 ~ 7:30	Table Centers
7:30 ~ 7:45	Discovery Play / Large Centers
7:45 ~ 8:15	Breakfast / Prayer
8:15 ~ 8:45	Preschool 1 & 2, Kinderprep – Morning Playground
8:15 ~ 8:45	Toddler 1 & 2 - Learning Centers / Playground / Bible Times / Free Play
9:00 ~ 9:30	Morning Assembly/Chapel (Thursday & Friday) Preschool 1, Preschool 2 & Kinderprep
9:00 ~ 11:00	Learning Centers / Playground / Bible Times / Free Play
11:00 ~12:00	Lunch / Learn Manners/Prayers
12:00 ~2:00	Nap – Quiet Time
2:00 ~ 3:00	PM Snack - Food lesson / Hygiene / Snack Transition / Prayer
3:00 ~ 5:00	Extended Learning / Story Time / Center Time / Free Play and Outside Play
5:00 ~ 6:00	Departure / Puzzles / Free Play
6:00	Closure

Preschool Lessons

Bible lessons, circle time, ABCs, phonics, 123s, music, art activities, story time, etc.

Food Lessons

Learning about food, practicing manners, cooking, etc.

Discovery Time

Explore and expand knowledge of the world through learning and playing outdoors.

Meals and Snacks

LCPC participates in the Child and Adult Care Food Program (CACFP). CACFP is a Federal program in accordance with USDA policies. Eligibility is determined by federal standards based on family income within established geographic boundaries. LCPC checks for eligibility based on CACFP form filled out at registration. CACFP provides mandatory guidelines to healthy, nutritional meals and snacks. Breakfast, lunch and afternoon snack are included in the tuition.

Serving Times:

- Breakfast - 7:45 AM – 8:15 AM
- Lunch - 11:00 AM – 12 :00 Noon
- PM Snack - 2:30 PM



Monthly menus are posted on the Parent Bulletin Board or available by request.

Food Policies

- ✓ We are a nut-free center and do not allow any nuts to be brought into the center.
- ✓ In accordance with the CACFP, all meals/snacks are prepared and provided by our center only. Food from home and/or any other outside resource is not permitted without prior, written approval from the Director. If your child needs a special diet for medical reasons, we require a note from your doctor indicating your child's nutritional needs and/or allergies. Special food preparations and/or substitutions will be made to accommodate their medical needs by providing CACFP-approved foods. For example: If a child is allergic to blueberries, we will provide a substitutional fruit.
- ✓ In the event of a special occasion, such as a birthday, we will allow store-bought treats to be brought in for the celebration. Please

contact the front office prior to bringing in treats for details and rules (we want to ensure we address allergies, etc.).

Items Provided by Parents

For All Classes and Ages

ONLY WATER allowed in water bottles or sippy cups. No vitamins, medicines, juice, or pop allowed. If a bottle/cup is found to have anything in it besides water, it will be emptied, rinsed, and filled with water.

Please place your child's first and last name on their items. They will only be used for your child. Your child's teacher will inform you when more items may be needed for your child. We always have extra clothing on hand for emergencies. Please take all of your child's belongings home every Friday to be laundered and returned. Your child will be participating in activities where clothing can be soiled or stained, so please keep this in mind when selecting clothing.

Infants

- Specific feeding instructions for your child. Parents may provide breast milk or iron fortified formula or LCPC may provide iron fortified formula;
- USDA approved cereal or jar baby food;
- Diapers and wipes;
- Baby bottles or sippy cup;
- Blanket; and
- Extra clothing.



Toddlers (1 & 2 years old)

- Diapers and wipes;
- Sippy cup (1s and young 2s);
- Child's first and last name on cup and lid;
- Extra set of clothing to remain at LCPC;
- Blanket and soft sleeping stuffed animal (if desired); and
- All items need to fit in cubby.

Preschoolers (3, 4 & 5 years old)

- Extra set of clothing to remain at LCPC;
- 3s - Blanket and soft sleeping stuffed animal (if desired);
- Water bottle with child's first and last name on bottle; and
- All items need to fit in cubby.

School Age Students

- Extra set of clothing to remain at LCPC;
- Water bottle with child's first and last name on bottle; and
- NO electronics (phones, watches with phones/texting, walkie talkies, laptops, games, etc.).

Parent Responsibilities

We expect and appreciate parent involvement at our center. Your opinions and concerns are greatly valued. We have an "open door" policy at LCPC to discuss parent questions, concerns and suggestions. We host several programs throughout the year: a Christmas Program, Graduation and Open Houses. Your assistance is appreciated and a necessary part of our successful program. Part of our mission is to provide a safe environment. With that in mind, we only allow staff and students in the building during operations. Every staff member has either a fingerprint card and/or background check done. In addition, we have learned that minimizing the number of people inside the building has greatly reduced all kinds of sickness. For those two reasons, we don't allow parents in the center except by appointment. If a parent would like to see a classroom or meet with their child's teacher, we can arrange a time when LCPC is closed. We are a Christian childcare, so we expect staff and parents to treat each other with kindness, respect and honor. If a conflict arises, we will handle it in a Biblical manner. Parents who are abusive to staff may be disenrolled with no notice and no refund.

To ensure the safety of all children, these rules are strictly enforced:

- Children are not permitted to be unsupervised. Make sure that your child remains with you at pick up and drop off.
- Children must be dressed appropriately depending on the weather.
- Drive with extreme caution in the parking lot. Be aware that children may dart out from between cars.

- For safety reasons, shoes with a back strap must be worn. No flip flops.
- We have learned from experience that toys from home cause power struggles. To avoid loss, breakage and disputes, except for show-n-tell and a soft sleeping animal, no toys from home are allowed.

Schedules and Tuition

Our fee schedule is based upon the number of hours a child is scheduled to be in our facility. Parents will choose a schedule (0-8.0 hrs/day, 8.01-9.0 hrs/day, 9.01-10.0 hrs/day, or 10.01-11.0 hrs/day). These are actual hours a child will be in the care of LCPC, so there is no “grace” time. Rates are determined by their student’s class; full-time or part-time schedule and number of hours per day. It is very important to know that if you need 8 hours and 10 minutes a day, you will need to select the schedule for 8.01-9.0 hours/day as there is a significant fee to go over your scheduled hours (\$25/occurrence and \$2/minute). Students cannot be dropped off earlier than their scheduled start time. Times will be based on the clock on LCPC’s kiosk. If the internet is down or the kiosk is not working, staff will view clock and use the drop off or pick up time based on the video.

Should you desire to change scheduled days or hours, a two-week written request and new contract are required. Schedule fee changes may apply to your request.

Charges, Fees, and Payments

Non-Refundable Annual Registration Fee: \$150 per child or \$200 per family.

Weekly Rates

- **Infants (Full-Time ONLY)**

0-8 hrs/day	\$345
8.01-9 hrs/day	\$362
9.01-10 hrs/day	\$378
10.01-11 hrs/day	\$391

- **Toddlers I (Full-Time ONLY)**

0-8 hrs/day	\$323
8.01-9 hrs/day	\$334
9.01-10 hrs/day	\$349
10.01-11 hrs/day	\$361

- **Toddlers II (Full-Time ONLY)**

0-8 hrs/day	\$308
8.01-9 hrs/day	\$319
9.01-10 hrs/day	\$332
10.01-11 hrs/day	\$349

- **Preschool I (Full-Time)**

0-8 hrs/day	\$308
8.01-9 hrs/day	\$319
9.01-10 hrs/day	\$332
10.01-11 hrs/day	\$349

- **Preschool I (Part-Time, M,W,F)**

0-8 hrs/day	\$189
8.01-9 hrs/day	\$212
9.01-10 hrs/day	\$235
10.01-11 hrs/day	\$260

- **Preschool I (Part-Time, T,TH)**

0-8 hrs/day	\$127
8.01-9 hrs/day	\$142
9.01-10 hrs/day	\$157
10.01-11 hrs/day	\$173

- **Preschool II (Full-Time)**

0-8 hrs/day	\$296
8.01-9 hrs/day	\$307
9.01-10 hrs/day	\$318
10.01-11 hrs/day	\$330

- **Preschool II (Part-Time, M,W,F)**

0-8 hrs/day	\$183
8.01-9 hrs/day	\$205
9.01-10 hrs/day	\$228
10.01-11 hrs/day	\$252

- **Preschool II (Part-Time, T,TH)**

0-8 hrs/day	\$121
8.01-9 hrs/day	\$136
9.01-10 hrs/day	\$153
10.01-11 hrs/day	\$167

- **Kinderprep (Full-Time)**

0-8 hrs/day	\$296
8.01-9 hrs/day	\$307
9.01-10 hrs/day	\$318
10.01-11 hrs/day	\$330

- **Kinderprep (Part-Time, M,W,F)**

0-8 hrs/day	\$183
8.01-9 hrs/day	\$205
9.01-10 hrs/day	\$228
10.01-11 hrs/day	\$252

- **Kinderprep (Part-Time, T,TH)**

0-8 hrs/day	\$121
8.01-9 hrs/day	\$136
9.01-10 hrs/day	\$153
10.01-11 hrs/day	\$167

- **School Age 6 to 12 yrs. – Varies ~ School intersession, teacher work days or holidays we are open:**
 - **Before School**.....\$160 per month (July \$64)
 - **After School**\$314 per month (July \$125)
 - **Before & After School** ...\$391 per month (July \$156)

Discounts/Financial Aid

- 2 Full-Time Children – 10% discount on the oldest child. No discounts on late payments.
- 3 or more Full-Time Children – 10% discount on each child. No discounts on late payments.
- DES = Applicable co-pay plus difference to match LCPC Rate, must have a start date from DES before starting.
- Childcare Aware Funding may be available for active military. Please inquire with Billing for information.

Loyalty Program

We want to thank and bless our parents who have their child(ren) with us on a full-time basis. We offer additional tuition discounts for children who are continuously enrolled full-time. If a child is disenrolled or goes part-time, the clock starts over from the time they re-enroll or go back to full-time. Parents will be emailed informing them of their available discounts. Parents must fill out form requesting to use their discount (with two weeks' written notice). The discounts below are for the oldest child currently enrolled in LCPC (discounts available for one child per family):

- 1-2 years – 50% off one week tuition
- 2-3 years – 75% off one week tuition
- 3-4 years – 1 week free tuition
- 4-5+ years – 2 weeks free tuition

Referral Credit

We can think of no greater compliment than your referral of LCPC to a new family. When a currently enrolled family refers a new family to LCPC and that new family registers their child(ren) and completes 90 days of continuous enrollment with LCPC, we will apply one week of free tuition to the referring family's eldest child's weekly tuition effective the first week following completion of the new family's initial 90 days. The new family must notify LCPC of the referral upon registration.

Late/Return Payment Fees

Tuition is due at 9 AM each Monday the week of service or the first business day of the week following a holiday. There is a \$15 late fee per week for tuition not paid on time. Payment may be made by cash, debit, check or money order. There is a \$35 fee on returned checks or declined payments, and future payments must be made by cash only. For parents who are not enrolled in the Automatic Recurring Payments, a one-week tuition deposit is required on file at all times and will be applied to the last week of attendance. LCPC does not offer refunds.

LCPC Closing/After Hours Fees

We understand that sometimes getting to the center by closing time can be challenging. Our license only permits we have students in our care from 6:30AM-6PM ONLY. If we have a student in our care after 6PM, we are in violation of our license. Therefore, we have the following after hours pickup policy (time is based on kiosk clock at LCPC):

- 1st late pick up - \$50 + \$2/min beginning at 6:01/per child
- 2nd late pick up - \$100 + \$2/min beginning at 6:01/per child
- 3rd late pick up – disenrollment without refund

Child Enrollment Procedures

The enrollment procedure begins with a tour of our facility and an opportunity for prospective families to ask questions. Tours can be scheduled virtually during school hours or in person after hours. After touring, you can proceed to our website lifechildcare.org and register online. All forms must be complete and immunizations records must be current before a child may start.

Child Disenrollment

LCPC understands that children come from a variety of backgrounds and cultures. We will work with parents to assist their child in assimilating to the LCPC culture, expectations of behavior, etc. If a student is unable to assimilate to the LCPC culture or expectations of behavior, LCPC reserves the right to disenroll a student without a refund. Cause for immediate disenrollment include but are not limited to: weapons brought to LCPC,

illegal drugs brought to LCPC, self-harm or injury to children, physical attacks on other children or staff or threats of violence.

Child Withdrawal Procedure

A two-week written notice of withdrawal is required. If a two-week written notice of withdrawal is not provided upon withdrawal, tuition for two weeks will be charged. LCPC reserves the right to terminate services at any time for reasons including, but not limited to, non-compliance of rules, excessive absenteeism, non-payment of fees, excessive late pick-ups, parent behavior, and/or child behavior.

Child Admission and Release Requirements

Your child will be released only to those individuals whose names appear on their Emergency Information Card. The sign in/out sheet is signed legibly with their first and last name by the individual dropping off or picking up a child. Before releasing a child to anyone other than the parent or guardian, a picture ID is required and confirmation from a parent or guardian is required. We will not release a child based on a phone call. We will call or email the parent or guardian for confirmation of individual who is not listed on Emergency Information Card. No child(ren) is permitted to check themselves in or out of the center. Should a situation arise that requires an individual not on the Emergency Information Card to pick up your child, you must notify us prior to the pick-up time, in writing, or have us call the number on your profile. If a child has not been picked up by 6:30PM and there has not been any communication from a parent or guardian and a parent or guardian cannot be reached, we will call law enforcement to assist with the situation.)

Discipline Guidelines and Methods

LCPC defines and maintains consistent, age-appropriate rules and limitations for a child's behavior. Teachers model and encourage children to search their hearts for appropriate behavior. No method of discipline (corporal or that which causes harm to the health, safety or welfare of a child) will be used. LCPC utilizes redirection, understanding consequences, distraction and reflection.

As childcare providers, it is mandatory and we are responsible to report suspected child abuse to authorities.

Non-Prescription Medication

Allowable non-prescription medications are limited to topical ointments, such as diaper creams, sunscreens and bug repellents. A current Non-Prescription Medication form is required and must be filled out correctly, signed and dated by the parent or legal guardian. These over-the-counter medications will be administered as stated on the label directions unless instructions on the consent form direct otherwise. We will put a label on approved non-prescription medications. We will not administer expired non-prescription medication, or non-prescription items without an LCPC label.

Prescription Medication

Our staff cannot provide invasive medical treatment and are not licensed or trained to provide medical care. We do not inject children with any kind of needles except an Epi-pen due to anaphylactic shock reaction. We can administer medical treatment for an asthma attack. For a staff member to administer an Epi-Pen or asthma treatment, we must have the medication in its original container with the prescription label and a doctor's instructions. We cannot administer medication that is expired or not in the original packaging with the prescription. The prescription must be for the child, not a sibling, parent or other family member. Medication will be stored in a locked area that is inaccessible to children, except for an Epi-Pen, which will travel with the child. Medication is not administered on a field trip unless it is a life-threatening circumstance (such as an allergic reaction to a bee-sting). All medication must be surrendered to the front office staff in its original container. Medication must be labeled with the child's first and last name. If a severe reaction occurs, medication is expired, medication forms are incomplete or not compliant, LCPC has the right to discontinue administration of any medication at any time. All medication or drugs that your child is allergic to must be noted on the Emergency Information Card.

Emergency Medical Procedures

Accidents do happen, and when they do: We clean all minor injuries with soap and water and apply a band-aid if needed. We also apply ice and lots of tender loving care. In the event of an accident, you will receive an “Incident Report” (via ProCare Engage) informing you what happened and how the injury was treated. If the injury is serious, we will notify you immediately. If the injury is life-threatening, we will call 911. By signing the enrollment agreement, you authorize us to contact emergency personnel, to transport your child to an emergency facility, and authorize any hospital to render emergency and medical care to your child. It is your responsibility for any costs incurred. **Your child’s Emergency Information Card (Blue Card) must be updated when any information changes and must identify any medication they are allergic to.**

Illness and Communicable Diseases

Please notify us if your child will be absent due to illness or personal reasons. If your child has an elevated temperature of 100 degrees or more, please keep them home. If your child is kept home or sent home due to a fever, they may not return to LCPC until they are **fever free for 24 hours (a minimum 1 full day) without the use of a fever reducer** such as Tylenol or Ibuprofen. No child will be accepted for care that has an undiagnosed rash, sore or discharge from their eyes. Children with persistent cough, vomiting or diarrhea (three loose stools in one day), rashes, yellow skin or eye, persistent itching of body or scalp, mouth sores with drooling, abdominal pain for more than an hour, may also not be in childcare. If signs of illness occur while at school, you will be called to pick up your child within 45 minutes of notification. Your child may be required to remain home for a minimum of one full day until symptoms are gone. If you do not pick up your child within 45 minutes of our call, LCPC has the right to charge you a fee of:

- \$25 – first occurrence
- \$50 – second occurrence
- \$100 – every occurrence after

When a child is ill, they need to be isolated and monitored. For this reason, it is extremely important that you update your Emergency Information Card

with any change of information. If a child or staff member is diagnosed with a communicable disease such as chicken pox, pink eye, strep throat, etc., a notice will be placed on the Parent Licensing Board outside the front door and will be emailed to parents.

If any child shows signs of illness that require reporting the illness to the local Health Department, they will not be allowed to return until cleared by a doctor. Such reportable illnesses include, but are not limited to: pink-eye, chicken pox, mumps, measles, whooping cough, rubella (may not return until six days after onset of rash), E coli, salmonella, hepatitis A, thrush, hand-foot-mouth, impetigo influenza, cryptosporidiosis, meningitis, shigella, and/or other illness requiring absence in accordance with the Department of Health and/or Childcare Licensing. If we have a confirmed case of a reportable illness, we will post on the Parent Board and may email parents in addition to posting it.

COVID – COVID protocols have continually changed since 2020. Protocol as of writing of this handbook is if the child or someone in the household tests positive for COVID, please keep your child home 5 days and 24 hours without symptoms. Please notify the center immediately. We will notify the parents of your child’s classmates. Since protocol is continually changing, please contact the center for current protocols. If your child or any member of your household, or other person the child/household has been in contact with someone who tests positive for COVID, please notify the center immediately. Since this is a continually changing protocol, please contact the center for current COVID protocols.

We require that students and staff have their temperature taken prior to entering the facility. If a student or staff has a fever (100 or more degrees) they will not be allowed in the facility and may not return until they no longer have a fever. Students and staff must use hand sanitizer upon entering the facility and then wash their hands with soap and water when they arrive at their classroom. Please send extra clothes for your child. If they have any bodily fluid (runny nose, etc.) that gets on their clothes or person, we are required to change their clothes (per the CDC.)

We provide and maintain a clean and healthy environment for your children. During hours of operation, we implement proper hygiene and frequent handwashing throughout the day to minimize the spread of germs and communicable diseases to prevent illness and infestation.

Individualized Education Program (IEP)

Please let us know about any issues (IEP, any diagnosis or behavior) that may affect other children in our care so we can accommodate accordingly. We will keep this information confidential and will only share the information with those that need to know or what is required by Arizona Law.

Video Surveillance Monitoring

LCPC video tapes all public areas and classrooms. The video will not be available for viewing or on the internet. Videos will be maintained on local computers. Videos will only be viewed by LCPC's Executive Director and Director or those approved by the Executive Director for the purpose of training or security. Permission to view the videos from parents, staff or outside sources must be authorized by the Faith Family Church Board of Directors. A \$50/hour fee may be charged with a minimum fee for one hour for the time to copy and edit the video (editing would be to remove other children from the video and to capture only relevant video). Parents understand that the absence of a captured event does not release the parent of the payment requirement for work done to try and locate an event. Payment must be paid in advance of video copying/editing. The video is the sole property of LCPC. The video will be available for viewing only. No DVD, copying with phone, etc., are permitted. The video would be for in-house purposes only.

Liability Insurance

LCPC maintains appropriate liability insurance as required by Arizona Department of Health Services. Documentation of the liability insurance is available for review upon request.

Pesticide Application

LCPC is sprayed on a regular basis and only when children are not present. A notice is displayed on the Parent Board at least 48 hours before the application. Because we are in an agricultural area, LCPC has Buffer Agreements with neighboring farmers that stipulates that pesticides will not be sprayed while LCPC is in operation.

Transportation Procedures and Field Trip Requirements

LCPC may offer transportation for before and after school field trips. LCPC maintains insurance required by DHS. LCPC may offer off-site field trips for School Age children only.

Non-Compete for Staff

LCPC does not allow staff to be employed by parents/guardians of children attending LCPC for childcare.

Essential Oil Diffusers

LCPC may use a diffuser in their classrooms. Generally speaking, LCPC will use lavender essential oil.

Requests for Special Accommodations in Writing

Parents may want to request special accommodations or changes. When requesting special accommodations or changes, please do so in writing as a verbal request/approval is not binding and get confirmation in writing.

Handbook Updates

Handbooks may be updated throughout the year to accommodate required changes due to: Government/Licensing Changes; COVID adaptations and procedures.

Physical Activity

LCPC is committed to our children's health and understands the unique needs of each child. We encourage all children to engage in a

variety of fun physical activities based on their age and development. Children who are inactive for long periods of time are more likely to become overweight. We will promote physical activity by following the guidelines below. This policy is for an eight-hour per day facility.

- Infants will participate in tummy time and age-appropriate activity daily as enjoyed by the child and as appropriate for **CHILDREN WITH SPECIAL HEALTH CARE NEEDS (CSHCN)**.
- Children over the age of one are provided with at least 60 minutes of physical activity each day or as appropriate for CSHCN. This includes both adult-led and free-play activities according to the Empower guidelines.
- Staff members and childcare providers encourage both moderate and vigorous levels of physical activity and as adapted for CSHCN.
- Every child has the opportunity to participate in both outdoor and indoor physical activity and as appropriate for CSHCN.
- Children are encouraged to be active throughout the day by exploring their environment.
- Sedentary activity is limited to 60 minutes or less at a time, except during nap time and as appropriate for CSHCN.
- Physical activity is never used or withheld as punishment.
- Screen time is not permitted for children under the age of two. Screen time is limited for special activities for children ages two and older, excluding those who need assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes. Screen time is rarely used at LCPC. Only during Special Events e.g., summer special activity or earned class special activity.

Sun Safety

At LCPC, the health and safety of our children are a primary concern. To ensure the children are protected from overexposure to the sun's rays while outdoors, we:

- Ask parents to apply sunscreen to their children prior to arriving at LCPC.

- Request that the child’s parent provide a hat and/or sunglasses if so desired with the child’s first and last name on them.
- Need written permission to apply sunscreen to child while in our care.
- Provide shade for outdoor activities while at our program.
- Minimize outdoor activity during the midday hours of 10 AM and 4 PM when the sun’s rays are the strongest.
- Stay aware of UV ray intensity by checking the UV index on the HEAT INDEX app, in order to plan outdoor activity.
- Teach sun safety practices by modeling good sun safety habits.
- Limit outdoor exposure for children under the age of 1, and strictly limit sun exposure for infants less than 6 months of age.
- Follow sun safety policies, as they are outlined in the Empower Guidebook in accordance with your child’s age group.

Breastfeeding

At LCPC we are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother’s decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- Provide a welcoming atmosphere that encourages mothers to begin and continue to breastfeed, even after returning to school or work.
- Provide a refrigerator or designated space within a refrigerator and/or freezer for storage of expressed breast milk.

Fruit Juice

At LCPC we are committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Fruit juice should be offered as appropriate to a child’s unique needs. Children will be offered a variety of beverages that are nutritious for them, which may include water, milk, milk substitute and/or juice as appropriate. In keeping with this philosophy, our facility will:

- Not serve fruit juice to infants birth-11 months.
- Water will be used as the first choice for thirst and will be offered throughout the day.
- We only serve juice for special events e.g., class parties and birthdays.

Family-Style Meals

We are committed to supporting our children in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy in LCPC:

- Our role as staff members and childcare providers is to provide nourishing food appropriate to the child's needs. The child's role is to decide whether and how much to eat. We will never force a child to eat or discourage a child from eating food that is healthy for them.
- Staff members and childcare providers model behaviors for healthy eating and positive body image in the presence of children.

Oral Health

At LCPC we are committed to protecting the health and safety of our children, staff members and childcare. Tooth decay is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, parents, staff members and childcare providers on tooth decay prevention. In keeping with this philosophy, LCPC will:

- Provide oral health education once a month.
- Educate our staff members on steps they can take to prevent tooth decay according to age and developmentally appropriate guidelines.

Staff and Provider Training

At LCPC we are committed to furthering staff members with childcare provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, we require that our staff members receive a minimum of three hours of training annually on age and developmentally appropriate topics. Our staff accrues a minimum of 18 hours of continuing education in over 6 different categories in Early Childhood Education.

ASHLine

We are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff members, childcare providers and parents quit tobacco. In keeping with the philosophy and to protect the health of our children, their parents, staff members and childcare providers, our facility promotes the ASHLine information on the dangers of second and third-hand smoke. We will also refer parents, when possible, to ASHLine.

Smoke Free Environment

We are committed to providing a smoke-free environment for children, staff members, and childcare providers. Due to hazards from exposure to second-hand smoke and as a recognized Empower childcare facility, it shall be the policy of this childcare facility to provide a tobacco-free environment for children, staff members, and parents.